

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY MUSEUM
INTERIM DIRECTOR: ROBERT MCKERNAN

2002-03

	Appropriation/ Oper Expense	Revenue	Local Cost	Rev Over (Under) Appr	Staffing
County Museum	4,540,213	3,145,487	1,394,726		77.7
UltraScreen Theatre	4,000	7,000		3,000	-
Museum Store	154,789	159,000		4,211	2.3
TOTAL	4,699,002	3,311,487	1,394,726	7,211	80.0

BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	3,492,923	4,055,682	5,227,425	4,540,213
Total Sources	2,077,843	2,860,398	2,319,560	3,145,487
Local Cost	1,415,080	1,195,284	2,907,865	1,394,726
Budgeted Staffing		78.9		77.7

Workload Indicators

Total Attendance	98,671	104,600	108,909	78,900
Collected Lots, Objects, & Specimens	1,200,000	1,200,000	1,200,000	1,200,000

The department's negative expense variance (\$1,171,743) between 2001-02 budgeted and actual amounts is primarily the result of not receiving approximately \$1.4 million of reimbursements from the Habitat Conservation Fund. Since 1999-00, the Land Use Services Department, which oversees the Habitat Conservation Fund, has engaged the services of County Museum to perform biological studies related to the preparation of a Multi-Species Habitat Conservation Plan for the San Bernardino Valley. Due to financial constraints, the Habitat Conservation Fund has been unable to reimburse County Museum for the entire cost of services performed. In the past, the Museum was permitted to accrue a receivable at year end for all costs not previously reimbursed. However, recent changes in accounting policies no longer allow County Museum to accrue a receivable unless actual reimbursement is expected within nine (9) months from conclusion of the fiscal year. Since it is extremely doubtful that the Habitat Conservation Fund will have funds available by March 31, 2003 to reimburse County Museum, no reimbursement accrual was processed at June 30, 2002. County Museum had fully anticipated to either receive or accrue the \$1.4 million of reimbursements in 2001-02 and budgeted accordingly. The inability to accrue the reimbursements was partially offset by approximately \$300,000 cost savings from two budgeted research and curriculum development projects (Cadiz and Wildlands Conservancy) not materializing during the year, resulting in the negative expense variance of \$1,171,743.

The department's negative revenue variance (\$539,838) is mainly attributed to the aforementioned Cadiz and Wildlands Conservancy projects not occurring (a total of \$505,000 in revenue was budgeted from these projects), as well as actual revenues for a number of other research projects being less than originally anticipated.

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III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Staffing has been reduced by a net of 1.2 budgeted staff. Due to increased costs to the department for the conversion of 39 positions from either contract or public service employee status to regular employment status, as required by new county personnel guidelines, the department was required to reduce 6.3 budgeted staff affiliated with various Museum programs. These reductions include 1.0 Museum Educators, 1.0 Lead Educator, 1.0 Museum Technician, 0.3 Museum Preparator, 2.0 Data Entry Clerks, and 1.0 Volunteer Services Coordinator.

The above staffing reductions were partially offset by the addition of 5.1 budgeted staff, including 3.2 revenue-producing staff in the Geological and Biological Sciences divisions required for scheduled projects in 2002-03; 1.2 Security Officers to provided needed security at the Museum; 0.3 Museum Technician related to grant-funded projects; and 0.4 Historic Site Manager for Daggett Stone Hotel.

PROGRAM CHANGES

The 2002-03 budget is based on a reduction in research revenue previously associated with both development of the Habitat Conservation Plan and the proposed Cadiz pipeline project. These losses in revenue are offset partially by modest increases in revenue for biological surveys for the Southern Nevada Water Authority and County Transportation-Flood Control, by revenue related to anticipated work for the Santa Ana Water Authority, and also by revenue forecast for proposed biological work for the National Parks System. New projects obtained during the year, including additional work for Habitat Conservation Plan or Cadiz Pipeline Project, will be brought to the Board for consideration and approval as a mid-year adjustment to the budget.

Several program cuts have been included in the Museum budget including elimination of the Family and Community Programs, Volunteer Services, ARGUS data entry and preparation for Accreditation, as well as operations at the Mousley Museum of Natural History in Yucaipa. Program cuts were required, without the addition of local cost, in order to accommodate the mandatory conversion of Public Service Employees and long-term contract employees to regular status.

Extensive cuts to services and supplies were also necessary to deliver a balanced budget due to the reduction in revenue and the significant fiscal impact of position conversions. These cuts were in the following areas: operating supplies for research and education programs, lease payments and advertising for special exhibits, professional development and training, mileage for outreach, and printing.

GROUP: Economic Development/Public Services DEPARTMENT: County Museum FUND: General AAA CCM			FUNCTION: Cultural Services ACTIVITY: Museums		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	2,917,934	2,884,073	3,026,650	213,928	3,240,578
Services and Supplies	1,128,883	1,702,422	1,742,913	(485,191)	1,257,722
Central Computer	19,203	19,203	34,577	-	34,577
Equipment/Vehicles	95,045	78,000	78,000	(68,200)	9,800
Transfers	21,983	21,984	21,984	552	22,536
Total Expen Authority	4,183,048	4,705,682	4,904,124	(338,911)	4,565,213
Less:					
Reimbursements	1,044,377	(650,000)	(650,000)	625,000	(25,000)
Total Appropriation	5,227,425	4,055,682	4,254,124	286,089	4,540,213
<u>Revenue</u>					
Use of Money & Property	38,618	43,470	43,470	(2,270)	41,200
Current Services	2,173,863	2,596,540	2,596,540	280,335	2,876,875
State, Fed or Gov't Aid	(34,975)	24,500	24,500	(20,500)	4,000
Other Revenue	142,054	194,888	194,888	28,524	223,412
Total Revenue	2,319,560	2,859,398	2,859,398	286,089	3,145,487
Operating Transfers In	-	1,000	1,000	(1,000)	-
Total Sources	2,319,560	2,860,398	2,860,398	285,089	3,145,487
Local Cost	2,907,865	1,195,284	1,393,726	1,000	1,394,726
Budgeted Staffing		78.9	78.9	(1.2)	77.7

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Total Changes in Board Approved Base Budget		
Salaries and Benefits	142,577	MOU increases and retirement.
Services and Supplies	40,491	2% inflation, risk management liabilities, Board approved funding for Museum Youth Initiative, less 2% budget reduction.
Central Computer	15,374	
Total Appropriation Change	198,442	
Total Revenue Change	-	
Total Local Cost Change	198,442	
Total 2001-02 Appropriation	4,055,682	
Total 2001-02 Revenue	2,860,398	
Total 2001-02 Local Cost	1,195,284	
Total Base Budget Appropriation	4,254,124	
Total Base Budget Revenue	2,860,398	
Total Base Budget Local Cost	1,393,726	
Board Approved Changes to Base Budget		
Salaries and Benefits	382,760	Increase for conversion of 39 positions to regular status and the addition of 5.1 budgeted staff.
	(199,615)	Decrease due to elimination of 1.0 FTE for Outreach, 1.0 FTE for Family and Community Programs, 1.0 FTE for Mousley Museum, 1.0 FTE for Volunteer Services, and 2.3 FTE for accreditation.
	30,783	Net increase for various budgeted positions.
	213,928	
Services and Supplies	(323,556)	Decrease due to a reduction in several revenue based projects, including Cadiz and the Wildlands Conservancy, plus a reduction in appropriations due to a redirection last year to salaries and benefits for the addition of a Historic Site Manager for the Daggett Stone Hotel, a part-time Museum Technician to organize Anthropology collections for re-accreditation, and increased hours for part-time Exhibits Technicians. Appropriations were also redirected to cover PSE rate increases.
	10,100	Increase in equipment purchases due to construction of office space.
	(60,825)	Changes to object codes for advertising.
	(9,230)	Decrease in printing.
	(91,535)	Reduction in advertising related to special exhibits.
	(20,500)	CDBG funds will not pass through Museum accounts.
	(109,982)	Elimination of special exhibit lease fees.
	(25,640)	Reduction in budgeted professional fees.
	(21,100)	Change in object code for leased equipment.
	(23,395)	Reduction in mileage reimbursement.
	138,570	Increase in motor pool expenditures related to revenue-based research programs.
	20,750	Increase in motor pool maintenance expenditures related to revenue-based research programs.
	14,550	Increase in travel expenses for out-of-state research.
	(7,665)	Reduction in professional development.
	(3,065)	Reduction in training.
	27,332	Net increase in various expense accounts.
	(485,191)	
Equipment	(78,000)	Reduction in vehicle purchases.
	9,800	Move appropriation for ongoing lease-purchase of copiers.
	(68,200)	
Transfers	552	Change in accounting procedures, budgeted in reimbursements.
Reimbursements	400,000	Halt in Habitat Conservation Program research for biology.
	250,000	Change in object codes for Transportation-Flood Control.
	(25,000)	CDBG funding reimbursement.
	625,000	
Total Appropriation	286,089	
Revenue		
Use of Money & Prop.	(2,270)	Decrease in rental revenue due to space constraints.
Current Services	120,178	Decrease of 79,822 in current services due to forecasted research revenue and increase of 200,000 in current services due to change in object codes for Transportation-Flood Control.
	160,157	Additional revenue from Board-approved fee increases.
	280,335	
State & Federal Aid	(20,500)	Decrease since CDBG funds will not pass through Museum accounts.
Other Revenue	28,524	Increase due to association contributions to Museum.
Total Revenue	286,089	
Local Cost	-	